

## Implementation Tasks Control Document

Task Description	Resource Assigned	Date Due	Timing/ Dependency	Status
<b>Obtain Customer Acceptance – Approval to Implement</b>				
<b>Finalize Implementation Plan</b>				
Review implementation plan				
Approve implementation plan				
<b>Conduct Dry Run Test of Implementation Plan</b>				
Prepare test environment				
Conduct dry run test				
Modify Implementation Plan based on test results				
<b>Notify Customers of Implementation</b>				
Prepare notification document				
Notify customers				
<b>Prepare Production Environment</b>				
Identify hardware, software, and network connection needs				
Acquire & install hardware				
Acquire & install software				
Configure workstations				
Install database(s)				
Determine telecommunications needs				
Establish network connectivity & capacity				
<b>Prepare Training Environment</b>				
Identify needed training facilities, tools and equipment				
Schedule trainers				
Secure training facilities				
Procure necessary equipment				
Obtain other tools needed for training				
Install necessary training equipment				
Schedule training and invite trainees				
Refine training materials & curriculum				
Make sure there are enough logon ids for training				
Test accessibility to system from training site				
Conduct training				
<b>Install Production System</b>				
Define and establish needed security at all levels				
Define production run schedules of batch processing and apply to				

automated scheduler				
Move application to production environment				
Convert any necessary data				
Release to customers, production and staff				
<b>Update Project Control Documents</b>				
Risk management plan				
Communication plan				
Quality assurance plan				
Lessons learned session and documentation				
<b>Additional Project Closeout Tasks</b>				
Complete inventory of documentation				
Facilitate and transfer of knowledge that needs to occur				
Release resources				